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SCD-M70-331

25 MAY 1970

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MEMORANDUM FOR: Mr. [REDACTED] DDS/IPC

SUBJECT : Comments on Draft Memorandum for the Executive
Director-Comptroller's Signature - Subject:
ADP Systems Engineering Services

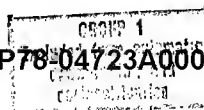
REFERENCE : Subject Draft Forwarded by your Cover Sheet of
20 May 1970

1. We have carefully reviewed the subject draft memorandum and find that we can not agree with several aspects of it. In general, it appears that the content is aimed at the relatively small ADP user within the Agency and does not take cognizance of the large and unique requirements for ADP which the Office of Communications meets on a regular basis.

2. In paragraph 2 of the proposed memorandum, subparagraph (b) sets forth a policy calling for the minimal reliance on contractual engineering services in support of ADP systems. In contrast of this proposed policy and partly as a consequence of personnel reductions over the past two years, this office has been searching for ways to expand utilization of commercial contract personnel and facilities in fields which lend themselves to this type of support. We believe that this is the proper direction in which to proceed if we are to make maximum use of our scarce personnel assets and it appears that the proposed policy is directly contrary to this.

3. While the policy and procedures set forth in the draft memorandum establish the Office of Computer Services as the focal point for all planning, system design and development and on-going maintenance support for both hardware and software programs throughout the Agency, we believe the Office of Communications' use of ADP devices in our communications system requires skills and understanding which are unique to the Office of Communications personnel. For many years now OC has been developing the skills of its personnel in the programming, system design and maintenance of computer systems utilized in the Agency's communications system and we believe that this practice should be continued. Coupled with the assistance that can be obtained through contacts with qualified commercial companies,

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these trained personnel within OC are well qualified to plan for the growth and upgrading of the ADP systems that will be required to meet future communications requirements of the Agency. Detailed and continued coordination with OCS personnel should assure lack of overlapping effort, and adequate exchange of information on outside contractors.

4. In view of the above, it is requested that you take necessary action to insure that the proposed policy concerning ADP Systems Engineering for the Agency incorporate an exception allowing OC to continue to plan, program, and operate ADP Systems which are an integral part of the communications network without burdening the Office of Computer Services with these unique requirements. Further, we believe that the utilization of commercial services to help meet requirements is essential and that the policy established should take cognizance of this useful device.


Chief, Staff Communications, OC

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